



**Add or modify a record:**





# Table of Contents

**Add or modify a record:** ..... i




This tab is used to maintain the supplement position record for each supplement position in the LEA.

**Add or modify a record:**



Field	Description
<b>Position Number</b>	<p>Begin typing a position number, a drop-down list of corresponding data is displayed. Select a position number from the list. The field can be a maximum of 13 characters. Leading zeros are not required. However, if alphanumeric values are entered, the field is not zero-filled.</p> <p>If the position number is not known, click . The Positions pop-up window opens with a list of all positions.</p> <p>To search for specific positions, type data in one or more of the search fields. Click <b>Search</b>. A list of data that matches the search criteria is displayed.</p> <p>Select a position number from the list. Otherwise, click <b>Cancel</b>.</p>
<b>Position Description</b>	<p>Begin typing a position description, a drop-down list of corresponding data is displayed. Select a position description from the list.</p> <p>If the position description is not known, click . The Positions pop-up window opens with a list of all positions.</p> <p>To search for specific positions, type data in one or more of the search fields. Click <b>Search</b>. A list of data that matches the search criteria is displayed.</p> <p>Select a position number from the list. Otherwise, click <b>Cancel</b>.</p> <p>The position <b>Description</b> field in the top grid is only enabled for editing if the <b>Allow CYR Position Description Changes (Admin only)</b> field is selected on the District Administration &gt; Options &gt; PMIS District Options page.</p>

Click **Retrieve**. The associated billet information is displayed.

If you click **+Add**, billet information is populated when data is entered under **Occupant**. For existing supplement positions, the billet information is display only.






Click  to display the position detail information for the selected position.

Under **Occupant**:


<b>Employee Nbr</b>	Type the employee number, or click  to select one from the list.
<b>Employee Name</b>	Populated based on the selected <b>Employee Nbr</b> .
<b>Recalculate</b>	Select to recalculate the supplemental pay amount during the forecast processing.
<b>Amount</b>	Type the supplement amount.
<b>Remaining Payments</b>	Type the number of payments remaining to be made to the employee during the current contract period. This is a required field.
<b>Nbr Extra Days</b>	Type the actual number of days the employee worked.
<b>Attached to Position</b>	Type the name of the position attached to the selected supplement position, or click  to select one from the list.

<b>Billet</b>	Type the billet number of the position attached to the selected supplement position. The field can be a maximum of five characters.
<b>Emp Nbr/Name</b>	This field is display only.

Under **Position:**

<b>Status</b>	<p>Click  to select the status of the supplement position.</p> <p><i>A - Active</i> - The position is occupied.</p> <p><i>H - Position on Hold</i> - The position is vacant and is not included in the budget.</p> <p><i>I - Inactive</i> - The position is vacant and is not included in the budget.</p> <p><i>P - Proposed</i> - The position is vacant, never filled, and may become a vacant or active position. A proposed position can be included in the budget if needed.</p> <p><i>V - Vacant</i> - The position is vacant and is included in the budget.</p>
<b>Frequency</b>	Click  to select a payroll frequency. This is a required field.
<b>School Year</b>	Type the school year in the YYYY format. This is a required field.
<b>Extra Duty Code</b>	Type the extra duty code, or click  to select a code from the Extra Duty Code list.
<b>Type</b>	This field is display only.
<b>Category</b>	Type the code used to categorize positions, or click  to select a code from the Category Code list. The field can be a maximum of five characters.
<b>Pay Amount Based on Employee</b>	Select to attach the supplement to the position. When selected, the daily rate from the position is multiplied by the extra number of days to calculate the supplement pay amount.
<b>Primary Campus</b>	Type the campus to which the position is assigned, or click  to select a campus from the Campuses list.
<b>Dept</b>	Type the department code associated with the selected campus.
<b>Max Days</b>	Type the maximum number of days this position is funded. This number is used when calculating the annual pay based on a daily rate. It is also used when calculating the annual salary using the annual salary table. This is a required field.
<b>Max Payments</b>	Type the maximum number of days the position is funded. This is a required field.
<b>Max Amount</b>	Type the maximum amount of the supplement position.
<b>Percent of Year</b>	<p>Type the percentage of year by which calculate the supplemental pay amount for the new school year flat-rate stipends.</p> <p>If the percent of day is less than one hundred percent, the percent of day is used to calculate the salary amount by multiplying the percent of day by the amount in the supplemental pay code table for flat-rate stipends.</p>
<b>One Time Supplement</b>	<p>Select if the supplement pay is to be paid in one payment. If selected, the <b>Pay Date</b> field is required.</p> <p><b>Note:</b> For type G accounts, if <b>One Time Supplement</b> is not selected, the supplement is added to the base salary for the job associated to the <b>Attached to Position</b> field (or the primary job if the <b>Attached to Position</b> field is blank) and is paid with each contract payment.</p>

**Pay Date**

Select the date the one-time supplement is to be paid, or click  to select a pay date from the Pay Dates list.

Click **Save**.